

January					
	Roster of Key Personnel				
5th	Vehicle Usage Reports (online)	CAPF 73	CAPR 77-1	copy sent to wing	Monthly
5th	Aircraft Inspection Checklist	CAPF 71			Monthly
5th	Flight Release Log	CAPF 99	CAPR 60-1	From RLO's	Monthly
5th	Flight Logs	VAF 10			Monthly
5th	Aircraft Utilization Report	VAF 13			Monthly
15th	Safety Calendar of Events	Narrative	CAPR 62-1	Keep copy at unit, Send copy to Wing	Annually
15th	Safety Policy Letter	Narrative		Keep copy at unit, Send copy to Wing	Annually
15th	Senior of the Year nominations	Narrative	CAPR 39-3		Annually
15th	Cadet of the Year nominations (must be Earhart Award Recipient)	Narrative	CAPR 39-3		Annually
15th	Cadet NCO of the Year	Narrative			Annually
15th	Public Affairs Officer of the Year	Narrative			Annually
15th	Administration Officer of the Year	Narrative			Annually
15th	Logistics Officer of the Year	Narrative			Annually
15th	Safety Officer of the Year	Narrative	CAPR 62-1		Annually
15th	Communicator of the Year	Narrative	CAPR 100-1 V1		Annually
15th	Chaplain of the Year	Narrative	CAPR265-1		Annually
15th	Counter Narcotic Team Member of the Year	Narrative			Annually
15th	AE Activity Report				Annually
15th	Appointment for LG, AE, Safety Officers	2A		Only if new officer is assigned	Annually
1st	Application for CAP Scholarships	CAPF 95		send to cadet@capnhq.gov	Annually
31st	Annual Safety Survey (online only)	n/a	CAPR 62-1	Keep copy at unit, don't send to Wing	Annually
END	Monthly Safety Report (WMU, online only)	n/a		Keep copy at unit, don't send to Wing	Monthly

February					
5th	Vehicle Usage Reports (online)	CAPF 73	CAPR 77-1	COPY sent to wing	Monthly
5th	Aircraft Inspection Checklist	CAPF 71			Monthly
5th	Flight Release Log	CAPF 99			Monthly
5th	Flight Logs	VAF 10			Monthly
5th	Aircraft Utilization Report	VAF 13			Monthly
END	Monthly Safety Report (WMU, online only)	n/a		Keep copy at unit, don't send to Wing	Monthly
March					
5th	Vehicle Usage Reports (online)	CAPF 73	CAPR 77-1	COPY sent to wing	Monthly
5th	Aircraft Inspection Checklist	CAPF 71			Monthly
5th	Flight Release Log	CAPF 99			Monthly
5th	Flight Logs	VAF 10			Monthly
5th	Aircraft Utilization Report	VAF 13			Monthly
31st	Annual Charter Review		CAPR 20-3		Annually
31st	Real Property Survey			copy sent to wing	Annually
END	Monthly Safety Report (WMU, online only)	n/a		Keep copy at unit, don't send to Wing	Monthly

April					
5th	Vehicle Usage Reports (online)	CAPF 73	CAPR 77-1	COPY sent to wing	Monthly
5th	Aircraft Inspection Checklist	CAPF 71			Monthly
5th	Flight Release Log	CAPF 99			Monthly
5th	Flight Logs	VAF 10			Monthly
5th	Aircraft Utilization Report	VAF 13			Monthly
30th	Supply Wish List	n/a	CAPR 67-1	Requested by Col Lindermuth	Annually
END	Monthly Safety Report (WMU, online only)	n/a		Keep copy at unit, don't send to Wing	Monthly
May					
5th	Vehicle Usage Reports (online)	CAPF 73	CAPR 77-1	COPY sent to wing	Monthly
5th	Aircraft Inspection Checklist	CAPF 71			Monthly
5th	Flight Release Log	CAPF 99			Monthly
5th	Flight Logs	VAF 10			Monthly
5th	Aircraft Utilization Report	VAF 13			Monthly
END	Monthly Safety Report (WMU, online only)	n/a		Keep copy at unit, don't send to Wing	Monthly
June					
5th	Vehicle Usage Reports (online)	CAPF 73	CAPR 77-1	COPY sent to wing	Monthly
5th	Aircraft Inspection Checklist	CAPF 71			Monthly
5th	Flight Release Log	CAPF 99			Monthly
5th	Flight Logs	VAF 10			Monthly
5th	Aircraft Utilization Report	VAF 13			Monthly
30th	Chaplain Statistical Report			To Chaplain	Bi-Annually
END	Monthly Safety Report (WMU, online only)	n/a		Keep copy at unit, don't send to Wing	Monthly
July					
5th	Vehicle Usage Reports (online)	CAPF 73	CAPR 77-1	COPY sent to wing	Monthly
5th	Aircraft Inspection Checklist	CAPF 71			Monthly
5th	Flight Release Log	CAPF 99			Monthly
5th	Flight Logs	VAF 10			Monthly
5th	Aircraft Utilization Report	VAF 13			Monthly
END	Monthly Safety Report (WMU, online only)	n/a		Keep copy at unit, don't send to Wing	Monthly
August					
5th	Vehicle Usage Reports (online)	CAPF 73	CAPR 77-1	COPY sent to wing	Monthly
5th	Aircraft Inspection Checklist	CAPF 71			Monthly
5th	Flight Release Log	CAPF 99			Monthly
5th	Flight Logs	VAF 10			Monthly
5th	Aircraft Utilization Report	VAF 13			Monthly
END	Monthly Safety Report (WMU, online only)	n/a		Keep copy at unit, don't send to Wing	Monthly
September					
5th	Vehicle Usage Reports (online)	CAPF 73	CAPR 77-1	COPY sent to wing	Monthly
5th	Aircraft Inspection Checklist	CAPF 71			Monthly
5th	Flight Release Log	CAPF 99			Monthly
5th	Flight Logs	VAF 10			Monthly
5th	Aircraft Utilization Report	VAF 13			Monthly
END	Monthly Safety Report (WMU, online only)	n/a		Keep copy at unit, don't send to Wing	Monthly

October					
1st	Unit Commanders Financial Disclosure Statement		CAPR 173-1	To Wing	Annually
1st	Finance Committee	CAPF173-FC	CAPR 173-1	To Wing	Annually
1st	Unit Recurring Expenses	CAPF173-R	CAPR 173-1	To Wing	Annually
1st	Unit Budget to Wing	n/a	CAPR 173-1	To Wing	Annually
1st	Contributed Facilities & Utilites Form		CAPR 173-1	To Wing	Annually
5th	Vehicle Usage Reports (online)	CAPF 73	CAPR 77-1	<b>COPY</b> sent to wing	Monthly
5th	Aircraft Inspection Checklist	CAPF 71			Monthly
5th	Flight Release Log	CAPF 99			Monthly
5th	Flight Logs	VAF 10			Monthly
5th	Aircraft Utilization Report	VAF 13			Monthly
END	Monthly Safety Report (WMU, online only)	n/a		Keep copy at unit, don't send to Wing	Monthly
November					
5th	Vehicle Usage Reports (online)	CAPF 73	CAPR 77-1	<b>COPY</b> sent to wing	Monthly
5th	Aircraft Inspection Checklist	CAPF 71			Monthly
5th	Flight Release Log	CAPF 99			Monthly
5th	Flight Logs	VAF 10			Monthly
5th	Aircraft Utilization Report	VAF 13			Monthly
END	Monthly Safety Report (WMU, online only)	n/a		Keep copy at unit, don't send to Wing	Monthly
December					
5th	Vehicle Usage Reports (online)	CAPF 73	CAPR 77-1	<b>COPY</b> sent to wing	Monthly
5th	Aircraft Inspection Checklist	CAPF 71			Monthly
5th	Flight Release Log	CAPF 99			Monthly
5th	Flight Logs	VAF 10			Monthly
5th	Aircraft Utilization Report	VAF 13			Monthly
31st	Chaplain Statistical Report			To Chaplain	Bi-Annually
END	Monthly Safety Report (WMU, online only)	n/a		Keep copy at unit, don't send to Wing	Monthly

**Any needed changes should be sent to:**

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717-861-2335
717-861-2164 (Fax)
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